

# **PHHP EXERCISE REVIEW CRITERIA AND PROCESS**

## **INTRODUCTION**

The Tier 1 and 2 Exercise Review Process has been developed to ensure that exercises are congruent with Florida's Multi-Year Training and Exercise Plan and the Public Health and Health Care Preparedness (PHHP) Strategic Plan Objectives, and HSEEP compliant. The review process enables the sharing of valuable information about exercise purpose, planning, scheduling, outcome, and follow up. It follows the same format as the Curriculum Review process, having two tiers with final evaluation and approval at the second tier. These instructions provide information about the purpose of the process, the type of exercises to be reviewed, the steps in the process, and an explanation of the recommendations at each level of review. Any questions may be directed to [PHMP\\_TrainEx@doh.state.fl.us](mailto:PHMP_TrainEx@doh.state.fl.us).

## **PURPOSE**

The purpose of the Exercise Review Process is to ensure federally-funded exercises are consistent with the Public Health and Health Care Preparedness Strategic Plan and the Department of Health (DOH) Multi-Year Training and Exercise Plan (MYTEP), and are in compliance with the Homeland Security Exercise and Evaluation Plan (HSEEP).

The PHHP Strategic Plan provides a three-year outlook for direction in preparedness planning, initiatives, training and exercises. The DOH MYTEP is written in coordination with the State of Florida Division of Emergency Management (DEM) MYTEP. County Health Department (CHD) plans should be written in coordination with the County DEM MYTEP as well as the DOH MYTEP.

HSEEP compliance is a requirement for federally-funded exercises (see <https://www.llis.dhs.gov/hseep>).

HSEEP Compliance means:

1. Conducting an annual Training and Exercise Plan Workshop and developing and maintaining a Multi-year Training and Exercise Plan.
2. Planning and conducting exercises in accordance with the guidelines set forth in HSEEP Volumes I-III.
3. Developing and submitting a properly formatted After-Action Report/Improvement Plan (AAR/IP).
4. Tracking and implementing corrective actions identified in the AAR/IP.

AAR/IP's are required to be provided to the Tier 1 Review Committee within 60 days of an approved exercise being executed. This information will be used by Tier 1 Review Committee to identify system issues needing improvement and priority planning, training, and exercise needs.

## **EXERCISES TO BE REVIEWED**

Exercises that meet the following criteria will be reviewed.

1. Preparedness exercises targeting statewide or multi-state audiences or more than one Florida region.

**And/Or**

2. Preparedness exercises sponsored by DOH and supported by or utilizing resources (including preparedness funded positions) provided through the Centers for Disease Control and Prevention (CDC) and / or the Office of the Assistant Secretary for Preparedness and Response (ASPR) preparedness grant funds.

Examples of exercises that will **NOT** be reviewed through this process are:

- Exercises for individual county health departments, hospitals and other organizations, designed to meet their specific needs.
- Federal exercises

### **PROCESS:**

It is important to begin the planning and review processes early. Consult with the BPR Training, Exercise, and Evaluation Unit Exercise Coordinator at the beginning of the planning process for helpful guidance throughout the planning and review processes. It is recommended that an exercise be reviewed at least 60 days prior to execution, allowing time to make revisions based on the reviews. It is necessary for the documents appropriate for the type of exercise to be ready for submission at the time the online form is completed and submitted. Draft documents with enough information to provide a good explanation of the exercise plan may be submitted.

Documents to be submitted:

#### Discussion-based Exercises:

- Situation Manual
- Exercise Evaluation Guides (EEG)
- Presentation Materials
- Participant Feedback Survey

#### Operation-based Exercises:

- Exercise Plan
- Exercise Evaluation Guides (EEG)
- Controller-Evaluator Handbook
- Master Scenario Event List (MSEL)

Next, complete the **Exercise Review Online Form** in its entirety, print a copy for your records, and submit the form. The **Exercise Review Checklist** is provided to assist with completing the online form. Email supplemental exercise documents to [PHMP\\_TrainEx@doh.state.fl.us](mailto:PHMP_TrainEx@doh.state.fl.us).

The review process has two tiers. Each exercise is reviewed by Tier 1, which forwards recommendations to Tier 2 for final evaluation and approval.

- The Tier 1 Review Committee conducts Tier 1 exercise reviews monthly. The submission deadline is the first working day of the month.
- The Regional Domestic Security Task Force (RDSTF) Health & Medical Co-chairs conduct Tier 2 exercise reviews following a review by Tier 1 with an approval recommendation.

Step 1:	<p>Prepare the necessary exercise documents and complete the Exercise Review Online Form. Submit the supporting documents to <a href="mailto:PHMP_TrainEx@doh.state.fl.us">PHMP_TrainEx@doh.state.fl.us</a>.</p> <ul style="list-style-type: none"> <li>○ The submission deadline is the first of the month for a review that month.</li> <li>○ A member of the BPR Training, Exercise, and Evaluation Unit completes a preliminary review of materials to ensure they are complete and ready for Tier 1 review.</li> </ul>
Step 2:	<p>Tier 1 Review is scheduled and materials are disseminated to the Tier 1 Review Committee members.</p> <ul style="list-style-type: none"> <li>○ Tier 1 reviews are held on the second Tuesday of each month.</li> <li>○ Tier 1 reviews will be scheduled and conducted upon receipt of completed materials, according to the submission timeframe.</li> <li>○ Notification of the scheduled review is sent to the exercise Project Officer.</li> </ul>
Step 3:	<p>Tier 1 Exercise Review is held.</p> <ul style="list-style-type: none"> <li>○ Exercise Project Officer/developer presents a brief overview and answers questions from Tier 1.</li> <li>○ Tier 1 provides comments, strengths and recommended changes.</li> <li>○ Recommendations and Approval status are provided to the exercise Project Officer/developer (See next section for details on Recommendations and Approval). If the recommendation is: <ul style="list-style-type: none"> <li>• “Approve as Submitted,” move to Step 5.</li> <li>• “Approve with Recommended Changes,” move to Step 4.</li> <li>• “Resubmit with Recommended Changes,” move to Step 4.</li> <li>• “Decline Approval,” return to Step 1.</li> </ul> </li> </ul>
Step 4:	<p>Exercise Project Officer/developer makes the changes recommended by Tier 1 and provides documentation of the changes to <a href="mailto:PHMP_TrainEx@doh.state.fl.us">PHMP_TrainEx@doh.state.fl.us</a>.</p> <ul style="list-style-type: none"> <li>○ If the recommendation was: <ul style="list-style-type: none"> <li>• “Approve with recommended changes,” move to Step 5.</li> <li>• “Resubmit with Recommended Changes,” return to Step 2 to schedule the follow-up Tier 1 review.</li> </ul> </li> </ul>
Step 5:	<p>Tier 2 Review is scheduled and materials are disseminated to the Tier 2 members.</p>
Step 6:	<p>Tier 2 Exercise Review is held.</p> <ul style="list-style-type: none"> <li>○ The Tier 2 members (the Health and Medical Co-Chairs) review the Tier 1 comments and provide additional comments, strengths, and recommended changes.</li> <li>○ Exercise Project Officer/developer provides a brief overview to Tier 2 and is available to answer questions.</li> <li>○ Recommendations and Approval status are provided to the exercise Project Officer/developer (See next section for details on Recommendations and Approval). If the recommendation is:</li> </ul>

	<ul style="list-style-type: none"> <li>• “Approve as submitted,” move to Step 8.</li> <li>• “Approve with Recommended Changes,” move to Step 7</li> <li>• “Resubmit with Recommended Changes,” move to Step 7</li> <li>• “Decline Approval,” return to Step 1</li> </ul>
Step 7:	<p>Exercise Project Officer/developer makes the changes recommended by Tier 2 and provides documentation of changes to <a href="mailto:PHMP_TrainEx@doh.state.fl.us">PHMP_TrainEx@doh.state.fl.us</a>.</p> <ul style="list-style-type: none"> <li>○ A follow-up review is scheduled based on the recommendation: <ul style="list-style-type: none"> <li>• If a follow-up Tier 1 review was recommended, return to Step 2.</li> <li>• If a follow-up Tier 2 review was recommended, return to Step 5.</li> <li>• If a follow-up review was not needed, the modifications are provided and verified, move to Step 8.</li> </ul> </li> </ul>
Step 8:	<p>Exercise is identified as approved by the Tier 1 and 2 review process and the exercise Project Officer or designee submits the exercise date(s), location(s), and type to the Exercise Coordinator in the Training, Exercise, and Evaluation Unit for posting. The exercise may be executed.</p>
Step 9:	<p>Exercise Project Officer or designee submits the approved After Action Report/Improvement Plan (AAR/IP) within 60 days of the execution of the exercise.</p>
Step 10:	<p>Exercise Project Officer or designee notifies <a href="mailto:PHMP_TrainEx@doh.state.fl.us">PHMP_TrainEx@doh.state.fl.us</a> when the Improvement Plan has been completed (i.e., all of the improvement plan action steps have been implemented).</p>